

1 July 1970

MEMORANDUM FOR: DDS&T/Senior Records Management Officer

SUBJECT : Revision of Item 4, Schedule 93-67-3

1. The attached Schedule revision is approved.

2. Thank you for your help on this. When these Disbursing Records are retired they should include a certification of the fact and date that the audit has been completed. Then the Records Center can start the four year count down from that date. Such a certification is a routine procedure. Audit Staff has appointed [REDACTED] to certify the audit of Office of Finance records. You might use his assistance on a similar procedure.

STATINTL

STATINTL

[REDACTED]  
CIA Records Administration Officer

Attachment:  
As stated

STATINTL

DDS/SSS/RAB/[REDACTED] fms (1 July 1970)

TAB

# RECORDS CONTROL SCHEDULE

Approved For Release 2001/08/31 : CIA-RDP78-0

**SECRET**

SCHEDULE NO.

82 67 2

OFFICE, DIVISION, BRANCH

COMPTROLLER, OFFICE OF SPECIAL ACTIVITIES, DDS&T

25X1A

TITLE

Comptroller, OSA, DDS&T

DATE

31 JAN 1967

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X1A

## 0. INTRODUCTION

This schedule covers the records maintained in the offices comprising the functional areas of responsibility under the direction of the Comptroller, Office of Special Activities, DDS&T. The Comptroller, Office of Special Activities, advises the Director, OSA, on planning, programming, and management of the Office of Special Activities. He is also responsible for the development of policies, programs, and procedures which promote sound management practices and cost effectiveness. The functional areas over which the Comptroller exercises staff supervision are: industrial auditing, contract management; budget and programming; management analysis; financial operations; manpower utilization; and travel support.

## 1. COMPTROLLER FILES

20.0

These files are maintained in the immediate office of the Comptroller, Office of Special Activities, including the Assistant Comptroller. These files consist of the following categories. Period covered: 1963 to present.

### a. Subject Files

These files contain memoranda, cables, letters and other documents

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APPROVED

CIA Records Administration Center

6 Feb 1967  
Date

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

Temporary. Break files annually. Retain an additional year, and transfer to the Records Center. Destroy 25 years after receipt in the Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	<p data-bbox="207 804 868 844"><u>COMPTROLLER FILES (cont'd)</u></p> <p data-bbox="256 871 665 898">a. <u>Subject Files (cont'd)</u></p> <p data-bbox="256 926 852 1087">④ pertaining to the Office of Special Activities projects, operation, administration, policy, planning, and management. These records are maintained under a subjective system arranged alphabetically by file title.</p> <p data-bbox="256 1115 711 1142">b. <u>Regulatory Issuance Files</u></p> <p data-bbox="321 1169 868 1197">(1) <u>OSA Administrative Regulations</u></p> <p data-bbox="321 1224 868 1514">These regulatory issuances consist of directives and notices, relating to the administration and management of the Office of Special Activities. These regulations are issued in a chronological numeric system based upon the categories used for Agency publications. These are controlled by the office of the Comptroller and are the OSA official record copy.</p> <p data-bbox="321 1541 682 1568">(2) <u>Mission Directives</u></p> <p data-bbox="321 1596 885 1978">These documents are of a directive nature, pertaining to the special operations conducted by OSA. These are not to be construed as comparable to the related mission directives developed in the DDP. These directives are issued under the control of the office of the Comptroller and are numbered in the OSA directive system. Although these documents are prepared by other OSA components, the copy maintained in the Office of the Comptroller is designated the official regulatory copy.</p>	<p data-bbox="868 804 982 844">Approved For Release 2001/08/31 : CIA-RDP78-07317A000100300005-6</p> <p data-bbox="868 844 982 871"><b>SECRET</b></p> <p data-bbox="868 1927 982 1978"><b>SECRET</b></p>	<p data-bbox="995 1169 1619 1276">Permanent. Maintain on a current basis. Retain superseded issuances for an additional 1 year period, then retire to the Records Center. <i>II-A</i></p> <p data-bbox="995 1541 1619 1648">Permanent. Maintain on a current basis. Retain superseded issuances for an additional 1 year period, then retire to the Records Center. <i>II-A</i></p>



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	<p><u>BUDGET FILES</u></p> <p>These files consist of copies of instructions, narrative and statistical statements or requirements, copies of operational programs; preliminary estimates, office estimates, copies of budget presentations and related workpapers. These files are held within the subjective file system in the office of the Comptroller, but they are of sufficient volume that they are readily identifiable and can be subjected to disposition as separate series. Period covered: 1963 to present.</p>	2.0	<p>Temporary. Break files annually at the end of the fiscal year. Retain an additional 3 fiscal years and destroy.</p>
3.	<p><u>PROGRAM FILES</u></p> <p>These files consist of various types of documents concerned with the funding and administrative aspects of OSA operational projects. These files are maintained under a subjective system, with the papers being filed chronologically within the respective subject file. The files are held in alphabetic order. Period covered: 1963 to present.</p>	20.0	<p>Temporary. Break files annually. Retain an additional year and retire to the Records Center. Destroy 5 years after receipt in the Records Center.</p>
4.	<p><u>FINANCE FILES</u></p> <p>These records are those maintained in the Financial Operations Division, OSA, and are concerned with OSA budget formulation and execution; audits; voucher payments; payroll, fund transfers; contract payments; financial record keeping; and other matters concerning financial management within OSA. These files consist of the following categories.</p>		

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Approved For Release 2001/08/31 : CIA-RDP78-07317A000100300005-6

11 June 1973

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH: DDS&T Records Management Officer

FROM: Records Management Officer, Office of Special Activities

SUBJECT: Destruction of Paper Copies after Microfilming

1. The Office of Special Activities requests authority to destroy the following supporting documents (Invoices and Packing List) to permanent Contract File T0-1003 and PS-1009, described as the items indicated in Records Control Schedule 93-67-3, after they have been converted to an acceptable microfilm copy. Vouchers and technical documents will be retained as permanent files and will be retired to the Records Center.

Item # 4a Contract Files

2. The Office plan is to microfilm these records. Agency recommended procedures for file preparation, filming, processing, and inspection will be followed, and the records destroyed only after the film is verified and found to be satisfactory.

3. As part of standard office procedures, the Office of Special Activities plans to destroy the temporary paper copies of these records, and preserve a silver film copy for the retention period indicated in the Office of Special Activities Records Control Schedule. Work copies will be made from these master films for Office use as necessary. Your approval for the disposal of these converted records is requested.

[Redacted Signature]

Records Management Officer  
Office of Special Activities, DDS&T

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[Redacted Signature]

12 June 1973  
Date

25X1A

[Redacted Signature]

15 June 1973  
Date

Approved For Release 2001/08/31 : CIA-RDP78-07317A000100300005-6

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	FINANCE FILES (cont'd) Approved For Release 2001/08/31 : CIA-RDP78-07317A000100300005-6	SECRET	17A000100300005-6
13a	<p>✓ a. <u>Contract Files</u></p> <p>These files contain financial records resulting from transactions in fulfilling the terms of OSA contracts for supplies, equipment, personal services, etc., under confidential fund restrictions. These files include such records as vendor invoices, payment sheets, change orders, supplemental agreements, etc., used as the basis for <u>audit</u>. These files also contain copies of the contracts under which payments are made, and while these are not the official OSA record copy of the contract, they are a substantive and integral part of these financial files and should be retained in the respective file. These files are maintained alphabetically by contractor name. Period covered: 1956 to present.</p>	52.0	<p>Permanent. Break files annually, or at such time as volume considerations render the retention of these files in active office space impracticable. Retire to the Records Center in lots of 1 cubic foot by file title. The intermingling of files of the various contractors in one records center box should be avoided.</p> <p style="text-align: right;">II-E</p> <p><i>Portions of these files are being microfilmed - the supporting documents to Contract TO 1003 and PS 1009 - and copies destroyed.</i></p> <p style="text-align: right;"><i>See att'd memo 11 June 1973 RD.</i></p>
✓	<p>b. <u>Voucher Files</u></p> <p>The files consist of approved vouchers, with supporting documentation. These files are maintained by voucher number. These files also contain travel vouchers. Period covered: 1956 to present.</p>	16.0	<p>Permanent. Break files annually, or at such time as volume considerations render the retention of these files in active office space impracticable. Retire to the Records Center in lots of 1 cubic foot.</p> <p style="text-align: right;">II-E</p>
	<p>c. <u>Budget Files</u></p> <p>These files consist of copies of operating budgets, work papers, long range forecasts, estimates, status of funds reports, program calls, allocations, cost codes, position control registers, operational programs, and special reports, as well as general</p>	4.0	<p>Temporary. Break files annually at the end of the fiscal year. Retain an additional 3 fiscal years and destroy.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<p>Approved For Release 2001/08/31 : CIA-RDP78-07317A000100300005-6</p> <p><b>FINANCE FILES (cont'd)</b></p> <p>c. <u>Budget Files (cont'd)</u></p> <p>correspondence. These files are comparable to those held in the executive office of the Comptroller, but are more substantive and complete because those held by the Comptroller are of a more specialized nature. The Financial Operations Division is the office of record for OSA budget files. Period covered: 1963 to present.</p> <p>d. <u>Allotment Files</u></p> <p>These files contain allotment, obligation and liquidation documents, requisitions, memoranda payroll listings, summary reports, property issues and reconciliations, status of funds, expenditure listings, ledgers, and correspondence. Period covered: 1962 to present.</p> <p>e. <u>Station Accounting Files</u></p> <p>These files consist of station vouchers, receipts, schedules, and other supporting data applicable to financial accountings. Period covered: 1963 to present.</p>	<p>20.0</p> <p>4.0</p>	<p>Temporary. Break files annually at the end of the fiscal year. Retain for an additional fiscal year then retire to the Records Center. Destroy 10 years after receipt in the Records Center.</p> <p>Permanent. Break files annually at the end of the fiscal year. Retain for an additional fiscal year and retire to the Records Center.</p>

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
4.	<p><b>FINANCE FILES (cont'd)</b></p> <p>f. <u>Imprest Fund Files</u></p> <p>These files consist of monthly accountings, letters of instructions authorizing expenditure, and other correspondence. Period covered: 1965 to present.</p> <p>g. <u>Personnel Files</u></p> <p>(1) <u>Contract Personnel Files</u></p> <p>c (a) <u>Special</u></p> <p>These files consist of documents relating to personnel under contract and involved in special operational activities of OSA. These files are maintained alphabetically by the name of the employee. Period covered: 1956 to present.</p> <p>c (b) <u>Service</u></p> <p>These files consist of documents relating to personnel under contract to perform such services as couriers, guards, etc. These files are maintained alphabetically by the name of the employee. Period covered: 1958 to present.</p> <p>(2) <u>Staff Personnel Files</u></p> <p>These files contain requests for the advances, payment of allowances, etc. These files are maintained by the name of the employee in alphabetical order. Period covered: 1956 to present.</p>	<p>1.0 Temporary. Destroy after final audit and clearance.</p> <p>18.0 Permanent. Retire to the Records Center 6 months after the termination of the contract.</p> <p>Temporary. Destroy when no longer needed for reference or upon the termination of the contract.</p> <p>Temporary. Destroy when no longer needed for reference or upon the separation, termination, or transfer of the employee.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<p><b>FINANCE FILES (cont'd)</b></p> <p><u>h. Auditor's Working Papers</u></p> <p>These are files of working papers of an Air Force audit team covering operational contracts of joint Agency/Air Force interest. These files are maintained by contractor alphabetically. Period covered: 1960 to present.</p> <p><u>i. Subject Files</u></p> <p>These files contain correspondence, reports, dispatches, and other documents relating to the financial administration and fiscal support provided OSA headquarter and field components. These files are maintained alphabetically by subject. Period covered: 1962 to present.</p> <p><u>j. Chronological Files</u></p> <p>These files contain incoming and outgoing cables and dispatches held as reading files. These files are maintained chronologically by year. Period covered: 1966</p> <p><u>k. Publication Files</u></p> <p>These files consist of manuals, orders, notices, and other issuances of OSA, etc.</p>	<p>18.0</p> <p>20.0</p> <p>4.0</p> <p>4.0</p>	<p>Temporary. Retire to the Records Center upon completion of the audit. Destroy 3 years after receipt in the Records Center.</p> <p>Temporary. Break files annually. Retain an additional year then retire to the Records Center. Destroy 10 years after receipt in the Records Center.</p> <p>Temporary. Break files annually. Retain an additional 6 months, and then destroy.</p> <p>Temporary. Maintain on a current basis. Destroy when superseded, obsolete, or not needed for reference.</p>

RECORDS CONTROL SCHEDULE 5001/08/31 : CIA-RDP78-07317A000100300005-6		SCHEDULE NO.	93-67-3	RAC
OFFICE, DIVISION, BRANCH		SIGN	[REDACTED]	
DDS&T/OSA/BFD		TITLE	Chief, Budget & Finance Division	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	STATINTL
4.	<p><u>FINANCE FILES (cont'd)</u></p> <p><u>L Disbursing Office Records</u></p> <p>These records consist of cash blotters, receipts, transfer of funds and original supporting documents pertinent to controls of the disbursing office.</p> <p>[REDACTED]</p> <p>APPROVED</p> <p>CIA Records Administration Officer</p> <p><i>1 July 1970</i> Date</p>		<p>Temporary. Retire to Records Center upon completion of the audit. Destroy <del>4</del> years after receipt in the Records Center. (GRS-7-4)</p>	STATINTL

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p><u>TRAVEL FILES</u></p> <p>These records are those maintained in the Travel Branch, OSA, and are concerned with the procurement and maintenance of passports, travel orders, other documentation, and processing of staff employees, contractual employees, contractor personnel, and military detailees who travel in connection with official duties regarding OSA administration and operations. These files consist of the following categories.</p> <p>a. <u>Travel Documentation Files</u></p> <p>These files consist of passports, visa records, immunization records, ID cards, etc., as well as logs and other control records. These files are maintained in alphabetical order by employee name, or chronologically by date, as appropriate. Period covered: 1956 to present.</p> <p>b. <u>Subject Files</u></p> <p>These files consist of memoranda, cables, travel requests, dispatches, and other types of correspondence concerning the travel of personnel assigned to OSA or travelling under OSA auspices. These files are maintained by category in the overall subject file system. Period covered: 1960 to present.</p>	<p>SECRET</p> <p>16.0</p> <p>24.0</p> <p>SECRET</p>	<p>317A000100300005-6</p> <p>Temporary. Retain on a current basis. Destroy control records when no longer used for reference purposes. Transfer passports and immunization records to the Central Processing Branch, Office of Personnel, and the Immunizations Branch, Clinical Division, Office of Medical Services, respectively, when these documents expire, the employee is separated, or transferred. Transfer ID cards and other accountable documents to the issuing office or component.</p> <p>Temporary. Break files annually. Retain an additional year, then retire to the Records Center. Destroy 5 years after receipt in the Records Center.</p>

FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

Approved For Release 2001/08/31 : CIA-RDP78-07317A000100300005-6

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5.

TRAVEL FILES (cont'd)

c. Finance Files

These files consist of records pertaining to the receipt, disbursing, and accounting for funds, airline tickets, etc., used for official OSA travel. These files are variously held by subject, or by employee name alphabetically. Period covered: 1963 to present.

4.0

Temporary. Maintain on a current basis. Retire imprest fund records to the Records Center after final audit and clearance. Destroy 5 years after receipt in the Records Center.

Destroy the personnel records when no longer needed for reference, or when the employee is separated, or transferred.

Destroy control records for airline ticket purchases, refunds, etc., when no longer required for reference purposes.

Maintain personal receipts for advances, etc., on a current basis. Remove to inactive files when the employee is separated or transferred, or when maintenance in active files becomes impracticable. Retain in inactive files until sufficient volume is accumulated for retirement to the Records Center. Retire to the Records Center. Destroy 5 years after receipt in Records Center.

d. Publication Files

These files consist of travel regulations, airline flight and tariff schedules, etc.

2.0

Temporary. Maintain on a current basis. Destroy when superseded, obsolete, or no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	<p>Approved For Release 2001/08/31 : CIA-RDP78-07317A000100300005-6</p> <p><b>PERSONNEL FILES</b></p> <p>These records are those maintained in the Personnel Division, OSA, and are concerned with the administration of OSA personnel, both civilian and military, including recruitment, contracting arrangements, manning authorization, health and insurance, termination, and transfer, as well as the development and administration of personnel management programs. These files consist of the following categories.</p> <p>a. <u>Subject Files</u></p> <p>These files consist of cables, dispatches, forms, and other correspondence pertaining to the administration of civilian and military personnel attached to OSA, as well as contract personnel the administration of whom is the responsibility of OSA. These files pertain to leave, pay, medical, contracts, technical representation, and training. They are maintained subjectively and are filed alphabetically. Period covered: 1960 to present.</p> <p>b. <u>Personnel Folder Files</u></p> <p>(1) <u>Staff Employees</u></p> <p>These files consist of papers documenting all personnel actions, including fitness reports, forms, cables, correspondence, and other documents pertaining to the assignment, training, processing, and travel of the employee. These are employee "soft files" and are filed alphabetically by name. Period covered: 1956 to present.</p>	25.0	<p>Temporary. Break files annually. Retain an additional year and retire to the Records Center. Destroy 5 years after receipt in the Records Center.</p>
		8.0	<p>Temporary. Maintain on a current basis. Retain for 6 months after termination. Screen and forward material not previously forwarded to the Records and Services Division, Office of Personnel. Upon transfer of the employee, screen the file and forward to the gaining office.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	PERSONNEL FILES (cont'd)	SECRET	317A000100300005-6
	<p>b. <u>Personnel Folder Files (cont'd)</u></p> <p>(2) <u>Military Detailees</u></p> <p>These files consist of papers documenting all personnel actions, including fitness reports, forms, cables, correspondence, and other documents pertaining to the assignment, training, processing, and travel of the employee. These files are maintained alphabetically by name. Period covered: 1960 to present.</p> <p>(3) <u>Contract Employees</u></p> <p>(a) <u>Special</u></p> <p>These files consist of papers, documents, pertaining to the assignment, training, processing, travel, contracts, services, and benefits of personnel involved in special operational activities of OSA. These files are maintained alphabetically by name of the employee. Period covered: 1956 to present.</p> <p>(b) <u>Other</u></p> <p>These files consist of papers documents pertaining to the assignment, processing, travel, services, and benefits of personnel under contract to OSA as couriers, guards, or other trades and services. Filed alphabetically by name. Period covered: 1958 to present.</p>	<p>8.0</p> <p>8.0</p> <p>SECRET</p>	<p>Temporary. Maintain on a current basis. Retain for 6 months after termination. Screen and forward material not previously forwarded to the respective service. Upon transfer of the detailee, screen and forward pertinent documents to the parent service.</p> <p>Permanent. Maintain on a current basis. Retain for an additional 6 months and retire to the Records Center.</p> <p>Temporary. Maintain on a current basis. Retain for 6 months after termination. Screen and forward material not previously forwarded to the Contract Personnel Division, Office of Personnel.</p>



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	<p>Approved For Release 2001/08/31 : CIA-RDP78-07317A000100300005-6</p> <p><u>PERSONNEL FILES (cont'd)</u></p> <p>c. <u>Control Files</u></p> <p>These files consist of employee record cards; position inventory records; table of organization reports, changes, authorizations, manning tables, etc.; and other documents maintained purely as action or administrative control records. These files are maintained on 3x5, and 5x8 cards, as well as machine listings. They are held subjectively by the name of the individuals involved alphabetically, or under the title of the respective machine listing. Period covered: 1960 to present.</p> <p>d. <u>Publication Files</u></p> <p>These files consist of manuals, directives, notices, and other issuances pertaining to the training, and administration of personnel.</p>	4.0	<p>Temporary. Maintain on a current basis. Destroy when no longer required for reference or superseded by other documents, machine listings, etc.</p>
7.	<p><u>CONTRACT FILES</u></p> <p>✓ a. <u>Procurement Files</u></p> <p>These files consist of original contracts, amendments, estimates, proposals, sub-contracts, payment plans, spare parts lists, patent and loyalty rights, correspondence, and related papers pertaining to contracts awarded with respect to the mission and functions of the Office of Special Activities. These files are maintained subjectively and are held under the name of the contractor alphabetically. These files are maintained in the Contracts Management Division, OSA, as official</p>	80.0	<p>Permanent. Break files annually, or at such time as volume considerations render the retention of these files in active office space impracticable. Retire to the Records Center in lots of 1 cubic foot by file title. The intermingling of files of the various contractors in one records center box should be avoided.</p> <p>II-E</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	<p>Approved For Release 2001/08/31 : CIA-RDP78-07317A000100300005-6</p> <p><u>CONTRACT FILES (cont'd)</u></p> <p>a. <u>Procurement Files (cont'd)</u></p> <p>OSA records. Period covered: 1958 to present.</p> <p>b. <u>Subject Files</u></p> <p>④ These files consist of correspondence, cables, memoranda, and other documents relating to the administration and support of OSA activities contractual in nature. These files are held subjectively, and are filed alphabetically by file title. Period covered: 1960 to present.</p>	40.0	<p>Temporary. Break annually. Retain an additional year and retire to the Records Center. Destroy 5 years after receipt in the Records Center.</p>

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